

# Application for BUILDING / GRADING Permit

Residential w/Curb Cut \_\_\_\_\_ Commercial \_\_\_\_\_ Demo (requires 2 sets of plans; may require a SWPPP\*) \_\_\_\_\_

Residential submittals require 2 sets of plans (3 for DRB projects); Commercial submittals require 3 sets. Review and approval of any off-site permits or grading permits may delay issuance of building permits. All residential permits require completion of the grading questions on the reverse side of this form. See back for deposit schedule. If you have any questions, contact the Development Services Division at (928) 779-7631 ext 7216 or 7243. **PERMIT EXPIRES 180 DAYS** after issuance.

**SITE ADDRESS:** \_\_\_\_\_ **STE #:** \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_ Parcel # \_\_\_\_\_

Business Occupying Property: \_\_\_\_\_ Shopping Center: \_\_\_\_\_

Property OWNER: \_\_\_\_\_ Tenant: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Owner's Phone #: \_\_\_\_\_

City – State – Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ FAX #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Estimated Value of Construction: \$ \_\_\_\_\_ Scope of Work: \_\_\_\_\_

Contact the local Registrar of Contractors Office (928-526-2325) regarding licensed contractor requirements. If you are using a licensed General Contractor and/or subcontractors, you must provide that information prior to the permit being issued.

GENERAL CONTRACTOR or Owner/Builder (Res. Only): \_\_\_\_\_

Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_

City – State – Zip: \_\_\_\_\_ Day Phone #: \_\_\_\_\_

Arizona State Tax #: \_\_\_\_\_ City Sales Tax #: \_\_\_\_\_

Plumbing Sub: \_\_\_\_\_ License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Curb Cut/Approach: \_\_\_\_\_ License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Electrical Sub: \_\_\_\_\_ License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mechanical Sub: \_\_\_\_\_ License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

If you are taking the building permit out as owner builder: Do you or will you live on the premises? ☐ Yes ☐ No

If **no**, you must provide a signed statement from the Registrar of Contractors stating that you exempt from using a licensed contractor per A.R.S. 32-1121. If you have any questions you may contact the Registrar of Contractors at **1-888-271-9286**, or pick up your statement at 800 W. Washington, Phoenix, AZ.

**X** \_\_\_\_\_  
Signature ☐ Home Owner ☐ Contractor Title Date

<b>Office Use Only – This routing slip must be given Priority</b>		Flood Zone:	Zoning Dist.:
Permit #:	Date Applied:	Receipt #:	Amount Paid:

Route to the next person. If there are conditions of approval, add them to the Clearance Checklist – at Comments. Notify the contractor or owner immediately should there be any problems in approving this application. Hold the paperwork until the item is cleared if you cannot approve or approve with conditions.

	Name:	Approval – Initial & Date:	Hold – Initial & Date:
Public Works	Ben Fisk	____/____/____	____/____/____
Utilities	Ryan Roberts	____/____/____	____/____/____
Fire Prevention	Don or Lou	____/____/____	____/____/____
Engineering		____/____/____	____/____/____
Stormwater	Doug	____/____/____	____/____/____
Planning		____/____/____	____/____/____
Building		____/____/____	____/____/____

DRB # \_\_\_\_\_ Date: \_\_\_\_\_ P & Z #: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

## Grading Questionnaire

Do any of the following conditions apply to your site? Please check the appropriate response. (cut and fill inside the building foot print is not counted).

**Yes**    **No**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Will there be fill greater than 50 cubic yards on any one lot (about 4 ½ - 10 wheeler loads)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Will you be placing fill or creating a cut-slope near your property line (i.e. leveling lot)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Will you be filling areas of your project outside the building footprint/foundation with imported fill material or existing material from excavations for basements, lower floors, foundations, retaining walls or other structures authorized by a valid building permit. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Will there be fill greater than 1 foot in depth placed on natural terrain having a slope greater than 1 unit vertical in 5 units horizontal?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Will there be fill, outside the building, greater than 3 feet in depth?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Will there be fill supporting a structure (must be engineered prior to commencing work)?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Will the placement of fill on your property obstruct or change the flow of an existing man-made or natural drainage course or divert runoff onto neighboring property?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Will there be an excavation, which is greater than 2 feet in depth (excluding excavations for footings and/or utility lines)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Will there be an excavation which creates an unsupported (i.e. by retaining or foundation walls). Cut slope greater than 5 feet in height or steeper than 1 unit vertical in 2 units horizontal at the completion of the project.  |

A “**YES**” response to any question may require a grading permit, and must be shown on the site plans (existing contour lines and new proposed). Sections may be required. Please provide two (2) sets of the following:

Site plan drawn to scale with contours (1' or 2' elevation gradation).

Shade the area to be cut and/or filled. Also show final grade elevations and finished floor elevations.

Indicate quantities of cut \_\_\_\_\_ cyds.; fill \_\_\_\_\_ cyds. Estimate value of grading \$ \_\_\_\_\_

Typical cross section for area to be cut and/or filled.

Plans for any retaining walls (if retaining greater than 48" or has a surcharge from a structure or parking area, the plans must be done by a professional engineer and stamped).

### DEPOSIT SCHEDULE:

Project estimated value:	\$ 0 - \$ 4,999	\$ 0.00 deposit
	\$ 5 - \$ 9,999	\$ 50.00 deposit
	\$ 10 - \$ 24,999	\$ 85.00 deposit
	\$ 25 - \$ 49,999	\$ 175.00 deposit
	\$ 50 - \$ 99,999	\$ 300.00 deposit
	\$ 100 ,000 & over	\$ 450.00 deposit